

DEPARTMENT OF EDUCATION  
JOB OPPORTUNITY  
HEAD COOK  
H.C. WILCOX TECHNICAL HIGH SCHOOL

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW!**

**Open To:** The Public  
**Location:** 298 Oregon Road, Meriden, CT 06450  
**Hours:** 6:00 a.m. – 2:00 p.m.  
**Salary:** \$21.40 per hour  
**Closing Date:** September 2, 2011  
**Job Posting #:** 00058487

**EXAMPLE OF DUTIES:**

Plans kitchen workflow and determines priorities; schedules, assigns, oversees, and reviews work; establishes and maintains kitchen procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies, and outside officials regarding unit policies and procedures; may make recommendations on policies or standards; may prepare reports and correspondence; inspects and requisitions food and supplies; supervises the cleaning of kitchen and other food service areas and of equipment; may plan menus and be responsible for serving of meals; performs the full range of duties as outlined in the Cook specification; performs related duties as required.

**GENERAL KNOWLEDGE:**

Considerable knowledge of and ability to apply cooking principles and techniques on a quantity basis; considerable knowledge of institutional cooking methods; knowledge of health and safety requirements in food service; interpersonal skills; oral and written communication skills; ability to prepare menus and keep records; some supervisory ability.

**GENERAL EXPERIENCE:**

Three (3) years of experience in the preparation and cooking of food.

**SPECIAL REQUIREMENT:**

One (1) year of the General Experience must have been in the preparation of food on a quantity basis. **Note:** For State employees, the Special Experience will be interpreted at or above the level of Cook.

**PREFERRED EXPERIENCE:**

The preferred candidate has obtained certification in safe preparation and service of food or other appropriate documentation attesting to the applicant's knowledge of health and safety requirements in food service; food service experience in a school environment or in a setting with an adolescent population.

**PHYSICAL REQUIREMENT:**

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. Candidates must be free from communicable diseases. A physical examination may be required.

**NOTE: 1) The incumbent will work only when school is in session and school lunch is served.**

**2) The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.**

**WORKING CONDITIONS:**

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to risk of injury from equipment and utensils used in the kitchen.

**ELIGIBILITY REQUIREMENT:**

In addition to meeting the above requirements, candidates **must** submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12 form), available online at <http://www.sde.ct.gov>.
3. Three (3) current letters of professional reference to:

**H. C. Wilcox Technical High School**  
**298 Oregon Road**  
**Meriden, CT 06450**  
**ATTN: Susan Planinshek**  
**TEL: (203) 238-6260**  
**FAX: (203) 238-6602**  
**E-MAIL: [susan.planinshek@ct.gov](mailto:susan.planinshek@ct.gov)**

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director  
State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
(860)-807-2071  
(Equal Employment Opportunity Director/American with Disabilities Act Coordinator)

Beatrice Tinty  
Education Consultant  
Connecticut Technical High School System  
25 Industrial Park Road  
Middletown, CT 06457  
(860)-807-2220  
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square, Suite 900  
Boston, Massachusetts 02109-3921;  
(617) 289-0111  
Fax number (617) 289-0150  
TTY/TDD (877) 521-2172  
(matters related to race, color, national origin, age, sex and/or disability).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.